

CONFIDENTIAL
Classification

Approved For Release 2006/09/25 : CIA-RDP75-00399R000100120054-5

REPORTS INVENTORY

SD 104.5

PREPARE IN DUPLICATE

1. TITLE OF REPORT (if a fill-in report include Form No.)
Survey of Records Control Schedule (Certificate of Destruction)

2. TYPE OF REPORT
☒ STATISTICAL
☐ NARRATIVE
☐ MACHINE-NAME LISTING

3. FUNCTIONAL AREA

PERSONNEL
LOGISTICS ☒ TRAINING
SECURITY
MEDICAL
FINANCE

ADMIN. GENERAL
OTHER (specify)

4. NO. OF COPIES PREPARED

5. FREQUENCY (weekly, monthly, quarterly, etc.)
Yearly

6. DISTRIBUTION (No. of components not number of copies)

25X1

7. FORMAT (memorandum, form computer print-out, etc)
Form

8. ADP PROCESSING
☐ YES IF YES GIVE ADP PROCESSING NO.
☒ NO

9. DIRECTIVE AUTHORITY REQUIRING REPORT
Headquarters Regulation

10. PREPARING COMPONENT (include lowest level contributing information to report)

Office of the Chief

11. FEEDER REPORTS (State total number and identify by Title, Form No., or nomenclature. Attach separate sheet if necessary.)

N/A

12. COST FACTORS

A. MANUAL PREPARATION AND REVIEW COSTS

GRADE	HOURLY RATE	X	HOURS PER REPORT	=	COST PER REPORT	X	TIMES PREPARED	=	COST PER YEAR
GS-10	\$5.23		7		\$36.61		1		\$36.61

B. COSTS OF COMPUTER PRODUCED REPORTS

--	--	--	--	--	--	--	--	--	--

TOTAL COSTS PER YEAR

\$36.61

13. COMPLETE DETAILED JUSTIFICATION FOR THIS REPORT (in addition to directive or authority cited in item 9). IF KNOWN, INCLUDE DATE REPORT WAS FIRST STARTED AND COMPONENT WHO ESTABLISHED REQUIREMENT.

Used to record amount of records destroyed on yearly basis in accordance with existing security requirements and provisions of approved Records Control schedule.

14. FUTURE GOALS

GOAL PROPOSED BY COMPONENT FOR THIS REPORT

☒ RETAIN AS IS
☐ CHANGE
☐ DISCONTINUE
☐ OTHER (explain)

ESTIMATED SAVINGS

MAN-HOURS DOLLARS

16. DATE OF INVENTORY

22 September

17. NAME AND TITLE OF PERSON FURNISHING INFORMATION

Approved For Release 2006/09/25 : CIA-RDP75-00399R000100120054-5

18. EXTENSION